

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: **DOJ01022835**
POSITION NO: **297943**
POSITION TITLE: **CHIEF PROSECUTOR**

DATE POSTED: **02/16/22**
CLOSING DATE: **03/30/2022 by 5 PM**

DEPARTMENT NAME / WORKSITE:	DOJ/Office of the Attorney General - Office of the Chief Prosecutor, Window Rock, Arizona		
WORK DAYS:	M - F	REGULAR FULL TIME:	<input checked="" type="checkbox"/>
WORK HOURS:	8:00am - 5:00pm	PART TIME:	<input type="checkbox"/>
SENSITIVE	<input checked="" type="checkbox"/>	SEASONAL:	<input type="checkbox"/>
NON-SENSITIVE	<input type="checkbox"/>	TEMPORARY:	<input type="checkbox"/>

GRADE/STEP:	BR74A
\$	121,939.20 PER ANNUM
\$	58.40 PER HOUR

DUTIES AND RESPONSIBILITIES:

The Chief Prosecutor performs administrative, managerial, and prosecutor work in directing the Office of the Prosecutor and component districts including White Collar Crime. Administers short and long range planning, organizing, directing, strategic planning for annual, external and supplemental budgets, and related activities of the Office of the Prosecutor. Coordinates and evaluates the overall effectiveness of the assigned program office and districts. Responsible for adhering to the Plan of Operating and establishing annual goals and objectives, and making necessary amendments. Administrative responsibilities include and are not limited to: Preparing and presenting the annual budget during the annual budget process; conducting staff and program evaluations, ensuring the appropriate services are effectively and efficiently addressed; addressing personnel recruitment, Interviews, hiring, and promotions; supervising all professional at-will employees and regular status employees; reviewing and monitoring applicable procedures/policies necessary to ensure and promote ethical and professional standards; promoting and maintaining public relations, representing the interest of the Navajo Nation and the Office of the Prosecutor(s) on a local, state, national, tribal and related levels, attending meetings, serving on committees, task forces, and other related groups, overseeing the management and in expenditures of the general and if applicable external funds ensuring compliance with financial requirements; reviewing and approving expenditures/financial documents, and securing grant funds as needed; personnel timesheets; address personnel matters, evaluations, disciplinary actions, and etc.

Represent the interest of the Navajo Nation while prosecuting individual charged with violations of Title 17 and 14 of the Navajo Nation Code, establishing a strong advocacy role on the Nation's behalf to the best possible disposition within the bounds of law and professional conduct. Responsible for reviewing and assisting with all cases that are appealed from State and District Courts. Review and assign cases to Attorneys, Prosecutors, Presenting Officers, and Investigators. Plans, coordinates and evaluates the overall effectiveness of the assigned district and cases; Provides technical legal guidance to central and district office staff, law enforcement agencies; Reviews and monitors assigned cases; determines importance of cases; development case plans, case strategies, evidence gathering, etc.; Prepares and interprets administrative orders, motions, rules, regulation to effect the provisions of governing statutes and other requirements of the law; Performs extensive legal research; prepare memorandums, briefs, motions, orders and other required legal documents including appellate cases. Interviews witnesses making judgments as to their credibility. Subpoenas all appropriate witnesses, including police officers for cases scheduled for trial; responds to motions, orders, petitions, and other legal documents, reviews incoming criminal and civil complaints received directly and indirectly from the general public and law enforcement and other agencies identifying facts and information to justify filing a criminal complaint and assignment to prosecutor, investigator or presenting officer. Personally addresses extraditions, state/federal/etc.; and addresses additional criminal actions as needed; maintains a collaborated partnership with Tribal, State, Federal, Judicial Branch, and private sectors promoting Public Safety.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Master's Degree in Business Administration, Criminal Justice or a closely related field or a Juris Doctor; and
- Eight (8) years of litigation or law enforcement experience, five (5) years of which must be supervisory/management experience; three (3) years of experience prosecuting cases within the Navajo Nation courts.
- Must be a member in good standing with the Navajo Nation Bar Association.

Special Requirements:

- Must be a member of the Navajo Nation and have original domicile upon the Navajo Reservation, or land under the jurisdiction of the Navajo Nation Courts for a term of six (6) months immediately preceding his or her appointment as Chief Prosecutor. (2 N.N.C §1973 A).

<<A favorable background investigation>>

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledgeable of Navajo Nation Government and Laws, applicable state and federal statutes, rules, and regulations; basic principles of management, administration, accounting, bookkeeping, etc.; knowledge of the principles, practices and methods of legal research, evidentiary gathering of information, documents, financial records and other data that may be used in court; court processes, administrative law processes and legal terminology; legal strategies, their development and presentation and supervisory methods and techniques; skilled in legal research, effectively assessing, Interpreting and applying complex laws to information, evidence and other data compiled; assessing and analyzing financial and other records to make recommendations and decisions on prosecution and other actions.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.